G.R.S. IX—5]

Previous references. 1923-4 (Geol)

File No. 61-23.

Serial Nos. 1

Later references.

preserve

(A)

GENERAL AND REVENUE SECRETARIAT

Serial Nos. 1

Part B for 1924

SUBJECT

Instructions in regard to the preparation of the Administration Report of the Dept of Geology

Jc 4026 22.1.24

To

The offg Director. Department of Geology

Issues revised ——————

G. R. S. III-2]

General and Revenue Secretariat. | Geol File No. G1 of 1933

Serial No.

Second Member's Orders on the file re the proposed form in which the Administration Reports of the Departments should be submitted to Govt.

-----O-----

I should like each Department to be dealt with separately The draft form for each may be -- accordingly submitted separately together with a copy of the latest annual report received from the Head of the Department and also a copy of the G.O., if any prescribing the present form of report."

Draft submitted for orders separately as directed

A copy of the report of the Department of Geology for 1921-22 is placed below.

Submitted for orders ~~with the report of the Department of Geology for 1921-22~~ there does not seem to be any Govt order prescribing the present form of the report.

Asst 4-9-23.

4.9.23

4/9

4/9

10/ 4.9.23.

Please see my draft & instruction & report as desired

4/9

NOTE—Contn. sheet.

(2

G. R. S. III-21

General and Revenue Secretariat.

Geol File No. 61 of 1923.

Serial No.

Y
K
S

Submitted

A skeleton ~~proforma~~ form of report already submitted is in the file. A revised skeleton form in accordance with paragraph 8 of Govt order of 18-9-1919 is also submitted herewith.

Secy. 6-9-23.

6.9.23

Gen Secy

for Min

Law Member

7/9

7/9.

201
7.9.23

Draft sent to Govt

12

[illegible] 18/9

SKD 18/9

To

The Offg Director of Geol.
Mines

Issue instructions for the preparation of the Administration report of the Geological Dept.

REV. SECR. 1923

NOTE—Contn. sheet.

3

To Adm. J. C. 4026/Geol 61-23-1

The Offg. Director 12-1-24

Department of Geology.

Sir,

I am directed to state that Govt. consider that there is considerable scope for improvement in the methods followed in the preparation of the Annual Report of work done by the several Departments. The reports as now prepared are in many cases very diffuse while in some cases the account of work given under more important heads is meagre. Government desire that in the preparation of these reports particular care should be bestowed so as to present the work done in as concise a manner as possible consistent with clearness and that full and correct information should be given as regards the work done under the important heads of activities.

I am accordingly to request that the ~~brief~~ full Administration Report of your Department ~~for the year 1922-23~~ may be prepared with due regard to the following directions:-

(1) The report should give a clear and precise history of the work of the period and whenever necessary the result should be compared with those of the former periods.

(2) The length of the report

should not exceed 10 type-written pages with a quarter margin and adopting double space.

(3) All controversial questions and questions on which orders of - Government are required should be excluded as the annual report is not the place for discussing questions which require separate orders of Govt.

(4) In regard to the work done by the ~~Geological~~ Department in connection with the Geological Survey a brief connected history of the work bringing out in what precise manner such a survey has led to the location of mineral deposits of real economic value should be given in the report. The information as now presented is sketchy and does not give adequate information about the scientific nature of the work done and the results of any real practical value achieved.

I am to request that a brief report of your Department ~~prepared~~ on the above lines may ~~be~~ submitted to Govt. punctually on or before the 15th September 1923.

I have etc.

4/8/23

For Secretary to Govt. Revenue Dept.

ACH.

1/8/23.